



State of Louisiana
DIVISION OF ADMINISTRATION

Control No. _____

OFFICE OF STATE UNIFORM PAYROLL

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GOVERNOR

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COMMISSIONER OF ADMINISTRATION

December 1, 1999

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2000-29

TO: All UPS Agencies

FROM: Ronald S. Mitchell
Director

SUBJECT: MSU Deductions Report (BL1438-01)

Attached is the MSU Deductions Report (BL1438-01). This report identifies employees who have had a deduction for Flexible Benefits Dependent Day Care within this calendar year. The report was produced for pay period ending November 28, 1999. A new column has been added to this report, "MS U CYTD AMT". As implied, this column will include the calendar year-to-date balance for any employee (active or inactive) who has a balance in this field in UPS.

The report should be used to determine if an employee is near exceeding, or has exceeded, the calendar year maximum amount of \$5000. Agencies should review the CYTD balance and pay period amount. If an employee has exceeded the maximum, the deduction should be stopped and the amount exceeding \$5000 should be refunded. If an employee will exceed the maximum, the deduction amount should be changed to avoid this. **Group Benefits must be contacted prior to making any adjustments for employees exceeding calendar year limits. Refunds may affect the Flexible Benefits Plan Year limitations as well.**

OSUP will produce this report again for the December 17 and December 31, 1999 paydays. The reports will be available in BUNDL view. A hard copy will also be distributed with other payroll reports for those paydays. The report will also be produced, as usual, during Flexible Benefits Plan Open Enrollment to be used to determine employees from whom a new enrollment form must be obtained. OSUP will then begin producing the report in September 2000 to be used again to review calendar year balances.

If you have any questions, please contact the UPS Help Desk at (225) 342-8928.

RSM:APH/kmb

Attachment